



Develop Your REAP—Decision Maker, Site Assessment, Goals and Timetables, or Action Team Activity

Answer Sheet: Task 2—Site Assessment

Use the following self-assessment checklists to evaluate your answers:

- ☐ You focused on a particular location where essential or critical records reside.
- ☐ You worked with a small team of co-workers who were familiar with the records and/or the building.
- ☐ You surveyed the number and types of employees who have access to the records; the proximity of records to laboratories, factories, or other facilities that contain flammable materials or hazardous substances; vulnerability to water damage; availability of fire control apparatus and fire department services; ability to reconstruct recorded information through backup procedures or use of other media.
- ☐ You considered natural hazards (hurricanes, severe storm, flooding, etc.) and human-caused hazards (fire, structural failure, power failure, computer network failure, transportation or communication disruption, terrorism, civil unrest, etc.)